

CALIFORNIA DEPARTMENT OF EDUCATION
RESERVE ACCOUNT ACTIVITY REPORT

REPORT DEADLINES AND INSTRUCTIONS ON REVERSE

Please read instructions before completing report.

CDFS 9530-A Pg. 1 of 1 (6/02)

Mail completed report to:

CALIFORNIA DEPARTMENT OF EDUCATION
Child Development Fiscal Services
P.O. Box 1317
Sacramento, CA 95812-1317

FISCAL YEAR					
/					
COUNTY		VENDOR CODE			

FULL NAME OF CONTRACTING AGENCY	CDFS ANALYST
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RESERVE ACCOUNT TYPE (Check one): ☐ Center-Based ☐ Resource & Referral ☐ Alternative Payment

SECTION I - - BEGINNING BALANCE

Authorized by California Department of Education from prior year's ending balance per Reserve Account Status Report (CDFS 9530).

\$ _____

SECTION II - - REVENUE

TOTAL Interest Earned on Reserve Account *(Current Year Only)*
Reserve funds must be maintained in an interest bearing account, per Ed Code 8450(f)

\$ _____

SECTION III - - EXPENSES

Transfer to Contracts *(Specify contract and amount)*

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Amounts must be identified on the corresponding contract's Attendance and Fiscal report as "TRANSFER FROM RESERVE FUND" and allocated on the appropriate expense line(s).

TOTAL EXPENSES

\$ _____

SECTION IV - - ENDING BALANCE

(Section I + Section II - Section III)

\$ _____

CERTIFICATION-- I hereby certify that, to the best of my knowledge and belief, the information in this report is accurate and complete.	SIGNATURE OF AGENCY DESIGNEE <i>(Original Signature Only)</i>	DATE
NAME OF PERSON RESPONSIBLE FOR COMPLETING PAGE	TITLE	TELEPHONE NUMBER ()
		DATE

CONTRACTORS REQUIRED TO FILE THIS REPORT:

Child Care and Development contractors who have a Letter of Intent on file with the California Department of Education, Child Development Fiscal Services Unit.

REPORT DEADLINE:

This report must be **received** in the Child Development Fiscal Services Unit by July 20th following the end of the fiscal year being reported.

NOTE: Payments to your agency based on June final Attendance and Fiscal Reports for Child Development programs, which are also due by July 20th, cannot be computed until the Reserve Account Activity Report (CDFS 9530-A) is received.

To be valid, a report must be complete and signed. (Please note that only original signatures are acceptable.) Invalid reports or reports not received in the Child Development Fiscal Services Unit by the 20th of the month following the end of the reporting period will be deemed delinquent and all subsequent apportionments will be withheld until reporting requirements have been met.

HOW THIS REPORT IS FILED:

The submission of the report is the responsibility of the contractor. The principal administrative officer may delegate responsibility for completion of the report to staff members, but the agency's Board is responsible for the accurate and timely completion of the report. The agency designee **must sign** the report, and it must be received by the Child Development Fiscal Services Unit on or before the due date. Please note that only **original signatures** are acceptable.

INSTRUCTIONS

Identify the **FISCAL YEAR** that this report covers, your **COUNTY** number and **VENDOR CODE**, and your full **AGENCY NAME** in the appropriate boxes.

Reserve Account Type:

Check the box that identifies which Reserve Account this report covers.

NOTE: You must submit a separate Activity Report for each reserve account maintained by your agency.

Section I – Beginning Balance

Enter the beginning balance as reported to your agency on the Reserve Account Status Report CDFS 9530, from the California Department of Education, from prior year's ending balance.

Section II – Revenue

Enter the total interest earned on this Reserve Account for the fiscal year.

NOTE: A Reserve Account must be maintained in an interest-bearing account. Failure to report interest will deem this report incomplete and unacceptable.

Section III – Expenses

List the contract number and dollar amount for any transfers of funds from this Reserve Account to child development contracts during the fiscal year; add all transferred amounts together and enter on the line for **TOTAL EXPENSES**.

NOTE: Transfers from a Reserve Account can be made **only** to contracts of the same *type* as the Reserve Account, and must be reported as **TRANSFER FROM RESERVE FUND** for the contract that receives the transfer.

Section IV – Ending Balance

Add Sections I and II, then subtract total of Section III.